

City of Grinnell

# LANDLORD INFORMATION

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**The City of Grinnell is providing this brochure to inform you of our billing process and help you assist the city in the collection of water/ sewer/solid waste charges.**



## **Billing Process**

- Water/sewer/solid waste bills are sent out by the last working day of the month. The bills are issued bi-monthly, depending on which billing cycle your rental property is located in.
- If payment is not received by the due date, the 15<sup>th</sup> of the month, a yellow notice is sent to the tenant and a copy, designated landlord copy, is sent to you.

The yellow notice states that the account must be paid within six working days.

A 5% penalty, shown on the original bill, is applied to the tenant's account at this time.

- After the six working days have passed, a pink notice is sent to the tenant, and a landlord copy to you, as notification that the payment still has not been received.

A \$15.00 service fee is applied to the tenant's account and they are given four more working days to pay their bill before their water is disconnected.

- After the four working days have passed, a \$45.00 fee is applied to the tenant's account and the water is disconnected.

Once the account has been paid in full, including all penalties, the water is turned back on.

- When a tenant leaves a property, a final bill is sent to them and a landlord copy is sent to you.

**City of Grinnell**

## **What you can do:**

- Contact us with any changes in tenants – whether they are moving in or moving out.
- Confirm if your tenants have paid their final bills so that you can withhold the amount from their deposits. Final bills are issued weekly on Fridays.
- Notify us of any forwarding addresses you may have.
- Complete the verification form, listing all of your current rental properties.

## **Questions?**

Call Ann Wingerter, Deputy City Clerk, at (641) 236-2604.

